

HMIS@NCCEH System Updates

October 2022



NC COALITION to
HOMELESSNESS end

Agenda

October 2022

System Updates

- Annual Privacy Training
- Reason for Leaving updated
- Purge Script for Privacy successful
- NC Natural Disaster/Storm updated
- FY22 Data Clean-up

Training and resources

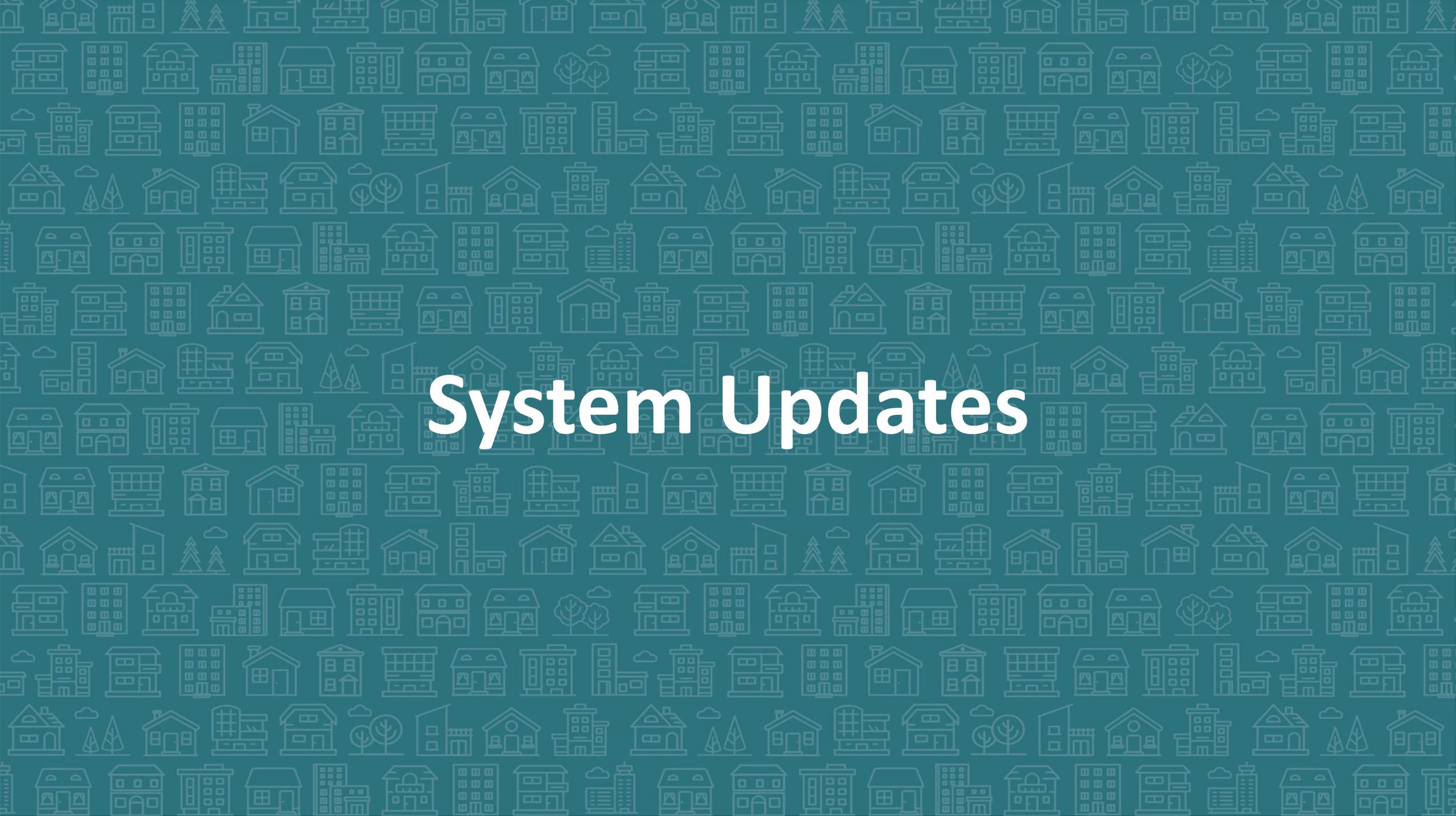
- Live Trainings
- ZenGuide Knowledge Base

What's Next

Questions/Concerns?



NCCEH



System Updates

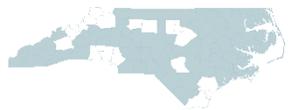
Annual Privacy Training

Deadline is over

- Required by HUD and our HMIS@NCCEH Operating Policies and Procedures
- Review Training video, Pass Quiz (100% correct), Sign User Agreement
- Users who did not complete the training have been Inactivated and will be deleted if not completed

Next steps

- If you complete the Annual Privacy Training this month, notify Helpdesk (hmis@ncceh.org) for reactivation
- Once deleted, a user must complete the entire new user training again



Advisory Board System Configuration Subcommittee

New Reason for Leaving responses are available

- Descriptions in [ZenGuide: Reason for Leaving options](#)

Reminders

- Advisory Board governs HMIS@NCCEH
- System Configurations Subcommittee made up of HMIS users, staffed by Nicole

Edit Exit Data - (4) Solo, Han

Exit Date *	10 / 03 / 2022    2 : 00 : 00 AM
Reason for Leaving	-Select-
If "Other", Specify	-Select-
Destination *	Successfully housed (by program)
If "Other", Specify	Successfully housed (self-resolved)
Notes	Successfully referred to another provider
	Service-program no longer available (weather dependent,ended)
	Leaving for institution
	Moving out of service area
	No longer needs services
	No longer wants services
	Mutually agreed program exit
	Reached maximum time allowed
	No longer eliible
	disagreement/noncompliance
	Safety concerns/risk
	Unknown/Disappeared
	Data clean-up
	Completed program
	Death

Purge Script for Privacy

- HUD requires that client data and files are removed after 7 years of no activity
- The *Purge Script* automatically removed all client files that have not had entries/exits or service transactions since before 10/1/2014
 - Unless a household member had activity
- This was conducted on September 27th successfully and will take place annually

NC Natural Disaster/Storm

Reminder

- All HMIS@NCCEH assessments have this question available
- Keep recording responses
 - To help the CoC understand the impact
 - To help clients get support from FEMA and NCORR

NC Natural Disaster/Storm

There are resources and partners available during natural disasters/storms that can help you. Do we have your permission to use this information to coordinate with them to help you get resources and assistance?

Yes (HUD) G

What natural disaster/storm caused you to evacuate and seek other shelter?

If the client said "Other", please enter the name of the natural disaster/storm in the space provided.

What NC County were you living in immediately prior to the natural disaster/storm?

What was your living situation immediately prior to the natural disaster/storm?

-Select- G

- Select-
- Hurricane Ian - September 2022
- Hurricane Isaias - August 2020
- Hurricane Dorian - September 2019
- Hurricane Florence - September 2018
- Hurricane Michael - October 2018
- Hurricane Matthew - October 2016
- Other (enter name below)
- Select-

FY2022 Data Clean-Up

Corrections for Longitudinal System Analysis (LSA) & System Performance Measures (SPMs)

- Each agency must review and correct or confirm data
- Submit reports for each project
- Be responsive to Data Center staff

Projects Included:

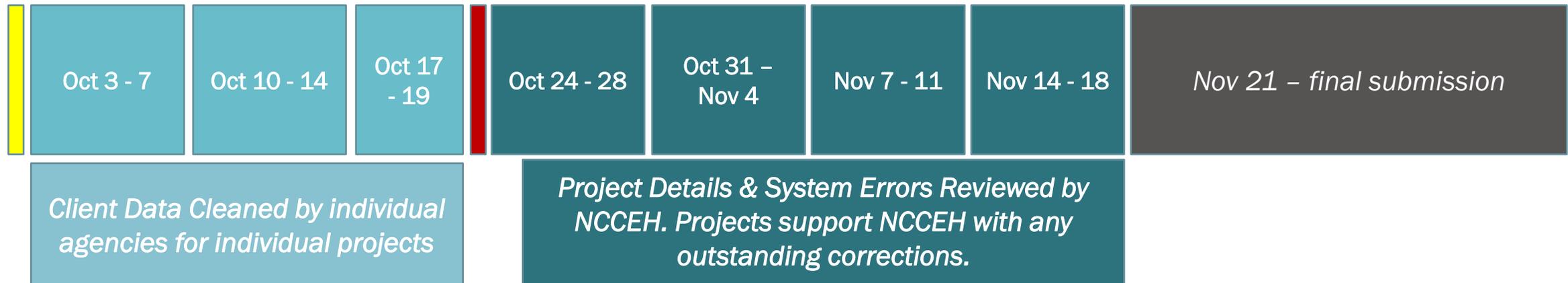
1. Is your project one of the required types?
 - Street outreach (SO)
 - Emergency Shelter (ES)
 - Transitional Housing (TH)
 - Rapid Rehousing (RRH)
 - Permanent Supportive Housing (PSH)
 - Other Permanent Housing (OPH, PH-S, PH-H)
2. Is your ES, TH, RRH, PSH, or other PH included on the Housing Inventory Chart – or will be this year?
3. Was your Orange County CoC project operational at all after October 2020?
Was your Balance of State or Durham CoC project operational at all after October 2021?

If yes to all three of the above items,
YOUR PROJECT IS INCLUDED!

No matter the funding source (federal, local, private)



FY2022 Data Clean-Up



NCCEH: host trainings and assist users requesting help

Agency Admins (AA): run BusinessObjects reports
HMIS users: fix report errors sent by AA

NCCEH: identify system-wide errors, reach out individual agencies for support on client corrections &/or clarifications for NCCEH to resolve issues.

Agency Admins (AA) & HMIS users: provide confirmations, clarifications, or additional data clean up as requested by NCCEH.



Client Data Cleaned by individual agencies for individual projects

Project Details & System Errors Reviewed by NCCEH. Projects support NCCEH with any outstanding corrections.

NOVEMBER 21 – HUD submission
AA, HMIS users, CoCs, and NCCEH: work collaboratively to resolve HUD identified issues.

September 30th Info Session

October 20: project reports due!
Training Opportunity: 10/20



NCCEH

Roles

Agency Admin

- Run BusinessObjects Reports
- Share BusinessObjects Reports with users
- Submit error-free reports by deadline

HMIS Users

- Correct client errors on each of the BusinessObjects Reports
- Reach out to Helpdesk if there are errors for which support is needed.
- Provide explanations to Agency Admin for any errors that cannot be resolved with Helpdesk support

Optional but encouraged: participate in training opportunities



Reporting Details: Reports to Run

BusinessObjects Reports

1. D001 Street Outreach DOE

- Required for Only for Street Outreach projects
- Must be corrected & error free before running additional reports

2. D002 LSA Annual Review Audit

- Required for all projects (SO, ES, TH, RRH, PSH, and other PH)

3. D003 LSA Client Data Clean Up

- Required for all projects (SO, ES, TH, RRH, PSH, and other PH)





Training and Resources

Training Opportunities

Upcoming Trainings

- *Thursday, October 13th, 9am-10am*: Learn how to submit required reports & QA time
- *Wednesday, October 19th, 10am-11am*: Learn how to submit required reports & QA time
- *Thursday, October 20th, 1pm-2pm*: Reporting Season: what to expect next

[Use this GotoMeeting Link for all End of Year Data Clean Up Trainings.](#)

Materials Posted

- Data Center's News Archive: ncceh.org/hmis/news



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ZenGuide Knowledge Base

Your first stop for answers

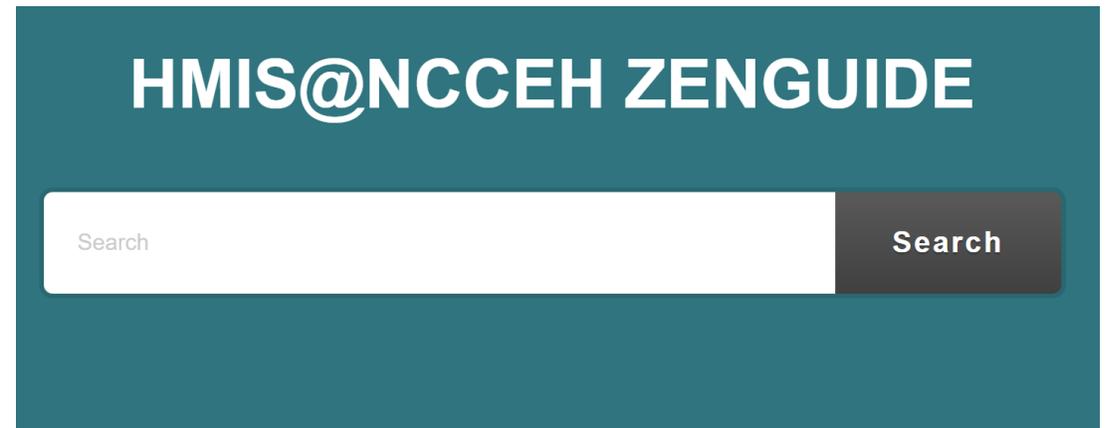
66 Articles and counting!

We use your search results to
develop new articles

Replacing the “Other Resources”
section of NCCEH Data Center
website

Bookmark it!

<https://ncceh.zendesk.com/hc>

A screenshot of a search bar interface. The background is a dark teal color. At the top, the text "HMIS@NCCEH ZENGUIDE" is written in white, bold, uppercase letters. Below this, there is a white search input field with the placeholder text "Search" in a light gray font. To the right of the input field is a dark teal button with the word "Search" in white, bold, uppercase letters.

ZenGuide Knowledge Base

ZenGuide Articles for FY22 Data Clean-up

1. [Federal Reporting Data Preparation Guide](#)
2. [D001 Street Outreach DOE Report](#)
3. [D002 Annual Review Audit Report](#)
4. [D003 Client Data Clean-Up Report](#)
5. For SSN corrections/updates, please be sure to follow the process outlined in the [Updating & Editing Social Security Numbers in HMIS](#) guide.
 - Use the [Data Correction Guide](#) as step-by-step instructions for fixing errors.



What's Next?

What's Next Calendar

Date	Event Name
October 1 st	New Federal Fiscal Year
October 11 th	<u>Agency Admin System Updates meeting</u>
October 13 th	<u>Learn how to submit required reports (9-10 am)</u>
October 19 th	<u>Learn how to submit required reports (10-11 am)</u>
October 20 th	<u>Reporting Season: what to expect next (1-2 pm)</u>



Contact NCCEH

hello@ncceh.org

919.755.4393

NCEndHomelessness 

@NCHomelessness 

nc_end_homelessness 

Contact NCCEH Data Center Help Desk

hmis@ncceh.org

919.410.6997



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Questions?

Let's Troubleshoot!